

COMMAND LETTERHEAD

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Ser 00/XXX  
Date

FIRST ENDORSEMENT on LT John P. Jones, USN, SSN/DESIG  
ltr of (date)

From: Commanding Officer, USS LEXINGTON (CVT-16)

To: Commander, Navy Personnel Command (PERS-4801G)

Subj: REQUEST FOR LATERAL TRANSFER AND CHANGE OF DESIGNATOR

1.

**THE COMMANDING OFFICER'S ENDORSEMENT SHOULD DISCUSS THE  
MOTIVATION AND POTENTIAL OF THE APPLICANT AND PROVIDE A  
SPECIFIC RECOMMENDATION CONCERNING THE REQUEST.**

X. X. XXXXXXXXXXXXX

Date

From: LT John P. Jones, USN, SSN/Designator  
To: Commander, Navy Personnel Command (PERS-4801G)  
Via: Commanding Officer, USS LEXINGTON (CVT-16)

Subj: REQUEST FOR LATERAL TRANSFER AND CHANGE OF DESIGNATOR

Ref: (a) MILPERSMAN 1212-010

Encl: (1) Missing Fitreps  
(2) Missing awards  
(3) Transcripts (if required)  
(4) Qualification letters (OOD, SWO, etc.)  
(5) Letters of recommendations  
(6) Copy of waiver request

**NOTE: Samples enclosures are "NOT ALL ENCLUSIVE"**

Enclose anything not already in your permanent record, and/or which you feel is pertinent.

1. In accordance with reference (a), I respectfully request lateral transfer and change of designator. The following information is provided:

- a. Designator(s) requested: 1640 (IW), 1st choice  
1630 (Intel), 2nd choice
- b. Date and place of birth: DD MMM YYYY, Buffalo, NY
- c. Source of Commissioning: Naval Academy
- d. Date of original commission: DD MMM YYYY
- e. Date of rank: DD MMM YYYY
- f. Date of end of obligated service in the parent community:
- g. Applying for 160X, 163X, 164X: Must include a copy of your SF 86, Personnel Security Questionnaire or proof of SSBI Security Clearance.
- h. Citizenship: (If naturalized, include naturalization number, date and place)

- i. Applying for 118X, 119X, 137X, 139X: Must have a copy of SF 88, Report of Medical Examination, and SF 93, Report of Medical History. Physical can not be more than a year old. Aviation applicants **MUST BE NOMI approved** before they can apply to the board.
- j. Warfare qualification(s): Qualification, Unit, Date, and designating official
- k. Applying for 250X: Evidence of receipt of a law degree from an accredited law school and evidence of current good standing before an appropriate court
- l. Consult "Letter of Instruction" for community specific requirements.
- m. Additional information: which the applicant feels should be brought to the attention of the selection board.

Very respectfully,

XXXX X. XXXXXXXXXXXXX

Contact Information:

Comm (xxx)xxx-xxxx Ext: xxxx

DSN: xxx-xxxx Ext: xxx

Email: ima.sailor@navy.mil

**WAIVERS:** All waivers requests shall be submitted via separate correspondence. Unrestricted line officers without warfare qualifications must have an approved CNP waiver before member will be eligible for the board. Officers who are exempted from participation in warfare qualification programs must complete a minimum of 2 years of active commissioned service before applying. Previous warfare qualified officers **DO NOT** need waivers.